**Project Manager – UK and Ireland Medical market**

**Base:** UK (South) – Preferably London   
**Hours:** Full-time   
**Degree:** bachelor’s or master’s degree

**OVERVIEW**   
   
This is a fantastic opportunity to be part of a team delivering market leading speech recognition and clinical correspondence solutions into the NHS, covering Primary and Secondary care across the UK and Ireland. We work closely with NHS & HSE Stakeholders at National and Regional level to implement solutions that help improve the complete clinical correspondence workflow and optimise reporting methods.

As Project Manager, you will be responsible for the implementation of G2 Speech’s full product range. The Project Manager will manage a portfolio of projects and be accountable for, internal resources and third-party suppliers, ensuring smooth transition from existing systems to new solutions within agreed timelines and costs.

**JOB REQUIREMENTS**

**What will be your key responsibilities as a Project Manager?**

* Creation and implementation of a suitable project SOW, project plan, project execution pipeline and other associated documentation and processes for the professional services team.
* Responsibility for the creation, agreement, and execution of project schedules.
* Control the change management process enabling the effective resource planning, forecasting, and budgeting.
* Manage processes for project handovers from sales and to support including milestone definition within the project plan.
* Ensure projects are sufficiently closed out to enable better resource utilization and handover to the support team.
* Ensure that all required documentation and tools are available and accessible to the project implementation team as necessary.
* Ensure project meetings take place at the frequency deemed necessary and customer stakeholders are managed accordingly.
* Managing customers expectation is paramount to the successful delivery of project and essential for overall customer satisfaction.
* Monitoring timesheets and subsequent approval.
* Collaborate with the other team leaders (i.e. Product, Sales) to allocate resources to projects when required.

**Qualifications, Skills, Attributes & Experience**

* Bachelor’s or master’s degree
  + Exposure or qualified in PRINCE II or other recognised project management methodologies
  + Proficient Microsoft Project skills, along with Microsoft Office (PowerPoint, Excel, Word, MS Project)
* 3 - 7 years' experience minimum depending on level applied for is required
* Excellent organisational, collaborative and people skills
* Strong analytical and interpersonal skills, with a commitment to professional and  
   client service excellence.
* The ability to develop good working relationships is critical; and ability to effectively  
   balance a number of tasks, work to deadlines, and produce quality deliverables.